

## Goal 2 Resource Team STG Notes

July 1, 2008

### 1:30 – 2:30 Meet in workgroups from and record updates below

2:30-4:00 (Assign times to agenda items)

\_\_\_\_ Individual Budgeting Update: Molly for Gerald: The paper has been submitted to DMAS leaders and is being reviewed by LTC division. Gerald will meet with LTC to identify questions/concerns. The questions/concerns will be discussed with the work group that Karen is leading (overlap of Goal 2 and 4; the portions that address individual budgeting). There was a brief discussion about having Jean Tuller and Wanda Seiler convene a discussion group in early August on individual budget considerations.

\_\_\_\_ Review Meeting Dates/Times

\_\_\_\_ Committee Reports: see below.

\_\_\_\_ Communication Update – Smart Chart: There is a need for Goal 2 to develop a communication plan. Several members agreed to participate in a small group (David agreed to convene; Kristin, Julie, Eileen, Linda, Gail, Molly agreed to be contacted to be on the group).

\_\_\_\_ Other

### Item; Discussion/Comments; Next Steps: who, what, when

#### Policies and Regulations Workgroup

**Attending:** Molly Huffstetler (DMAS), Keith Kessler, Paige McCleary (VDSS), Julie Stanley (Community Integration)

**Task 1: Review DMAS policies, procedures, regs to identify inconsistencies with PCP and self-directed supports for MFP participants; develop plan for addressing if needed.**

Two members reviewed and sent comments to DMAS on the final draft of the MFP Appendix to the Provider Manual. A copy of the comments was made available to members. The Manual is now complete and was released last week. The MFP Project starts today. ***This task has been completed.***

**Task 2: Review all state policies, procedures, regulations to identify inconsistencies with PCP and self-directed supports; develop plan for addressing.**

The following updates were provided:

PCP Glossary and Principles and Guidelines: The Principles and Guidelines have been completed, and the Glossary is scheduled for completion at today's Resource Team meeting. The group also agreed that a copy of the brochure "What Does Person-Centered Mean?" might be a helpful resource for the agencies.

✓ **Next Step:** Tera will send the completed documents to Julie. Once the Resource Team approves the Plan being developed, the group will request that Kristin Burhop transmit the Plan and all three documents to the regulatory staff at VDSS, VDH, DMHMRSAS, and DMAS. (See attached draft plan and Task 3 below).

Periodic regulatory review schedule for VDH home health and nursing facility regulations: Kristin obtained this schedule, and periodic review of these regulations has been incorporated into the attached draft plan.

Periodic review schedule for DMHMRSAS regulations: Dawn obtained the complete schedule for all DMHMRSAS regulations, and a copy was provided to members. Periodic review for all regulations has been incorporated into the attached draft plan.

Timelines and process for the DMAS Omnibus Waiver regulations: The NOIRA for these regulations was posted to the Town Hall website in early June for 30-day comment ending in early July. No draft of the regulations has become available as of this date.

✓ **Next Step:** Molly agreed to check on the timeline for the draft and let the group know.

✓ **Next Step:** Once the draft is available, all members will place a high priority on reviewing it.

How VDSS communicates procedures: Paige explained that VDSS procedures are communicated through broadcasts and transmittals of program manuals.

Research of agency websites to locate applicable policies for review: Keith has reviewed agency websites to locate regulations and policies that the group may not yet have located. Several DMHMRSAS policies (appearing at the end of the attached draft plan) will need review. Keith reported that DMAS documents already appear to be person-centered, and he could not find any policies on the VDSS and VDH websites. The group discussed the utility of using the Town Hall website to check for applicable "guidance documents."

✓ **Next Step:** Paige will e-mail Keith links to the VDSS program manuals, and Keith will review them for PCP language and practices.

✓ **Next Step:** Julie will request that DMHMRSAS put members on their distribution lists for future policy review.

✓ **Next Step:** Julie will check the Town Hall website for VDH guidance documents.

**Task 3: Develop format and outline for plan to address inconsistencies between all existing state policies, procedures, and regulations viz. PCP and self-directed supports, including dates by which all needed changes will be made, the agency responsible for making them, method of disseminating, website changes needed and training schedule**

Julie had developed and transmitted the attached draft plan to members prior to the meeting. The Plan is in matrix format as the group had requested, with regulations and policies appearing in chronological order. The regulations and policies that the group has already reviewed appear first on page 1. Julie pointed out that the next major project for the group will be reviewing the DMAS Omnibus Waiver regulations when they become available.

All applicable regulations have been identified and appear in the Plan. There are no regulations scheduled for review in 2009, but in 2010 and 2011 there are several.

- ✓ **Next Step:** Members will continue to locate policies and Julie will plug them into the attached draft plan according to their review schedule until September 3.
- ✓ **Next Step:** The final draft plan will be presented to the Resource Team for adoption at its September 3 meeting. If adopted, the group will prepare a communication to agency staff and will ask Kristin to disseminate it, with the plan and all resource materials.

The group discussed its future role. Once the Plan is finalized and adopted, the role of the group will be to assure that the review schedule is adhered to through 2011. The group agreed to review sections of each policy or regulation well in advance of its review schedule, and offer to meet with the applicable agency to discuss the proposed changes.

It was decided that no further formal meetings of this subgroup are needed, but that the group can meet if necessary and will touch bases either before or after the Resource Team meetings. The vast majority of future communications can and will take place via e-mail.

### Training & Resource Bank Workgroup

Attending: Carolyn, Chris, David, Eileen, Gail, Linda, Marcia, Tera

#### Materials development for Resource Bank:

**Virginia's Principles of PC Practices:** Document was reviewed and finalized. Tera agreed to prepare document for printing; make available for distribution at events; post on website.

**What Does PC Mean?:** Develop through Rebalancing project; reviewed by STG; Tera agreed to prepare document for printing; make available for distribution at events; post on website.

**Glossary:** Document was reviewed and updated; Eileen agreed to review against DMAS terms to see if others should be included; Gail also suggested inclusion of a couple of terms and will discuss with Eileen. Plan to finalize and distribute by August with agreement to modify as needed.

**Plan:** Draft was update as field-testing continues; changes to draft were reviewed with the workgroup; discussion continued on strengths and concerns of plan. The plan in its current format will be shared at upcoming training events. [NOTE to provide an update following meeting: as a follow-up to the plan discussion, Jean Tuller agreed to meet with representatives from CILs and AAAs in early August to discuss how to revise the plan to better meet the needs of individuals with physical disabilities and seniors; a draft will be developed and shared.] Discussion will continue at the next Goal 2 meeting.

**Assessments/Roadmaps:** OID agreed to get the most recent copies from the OID PCP Team and to make recommendations for next steps.

**PowerPoints:** Several sets of slides have been developed to begin the training series in person-centeredness, plan development, and MFP procedures. These will be posted on the website.

**Materials for seniors:** Initial materials on person-centeredness have been developed for seniors. These will be discussed and reviewed with VDA to decide how/when to use.

#### Training Calendar:

A draft calendar was started that relates to strengthening PCP across the state – this will continue to be updated and we will add events, especially as they relate to seniors as we meet with VDA to decide on approaches. The draft below begins to delineate plans and to integrate multiple systems change initiatives that are related to increased choice and control. The workgroup realizes that “transformation” extends beyond any one “grant”-- thus has begun to cross agencies and relate initiatives where feasible.

WHEN	WHERE	WHAT	AUDIENCE	Length of Session (days)
June 26, 2008 July 2, 2008 July 10, 2008 July 16, 2008	Henrico Roanoke Va Beach Woodbridge	Person-Centered Practices and Planning for Money Follows the Person	MFP transition coordinators and case managers	1
July 17, 2008	Lynchburg	PC Plan field test meeting with ICFID providers	Training center and community ICF staff involved in the field test	1
Aug 7, 2008	Charlottesville	MFP: Social Services Directors meeting with DMAS	Directors of Social Services at the 5 training centers and Discharge Coordinators	1
Aug 14, 2008	HPR III	Field test meeting	Case managers and Waiver providers involved in field test	1
August 2008	Central location	PC Plan field test meeting for case managers & ID Waiver providers	All case managers and Waiver providers involved in field test	1
Sept 2008	Richmond	State Meeting on Systems Transformation to Person-Centered Practices	State agency leadership across disability and aging	1

	HPR V	Person-Centered Practices and Virginia's PC Planning Process and Plan: An Overview	Regional leadership: administrators, ID directors, CM supervisors, program managers	½ day
	HPR V	Coaches Training	PCT Trainers and coaches	1
Sept 25, 2008	Lynchburg	PC Plan fieldtest meeting for ICFID providers	Training center and community ICF staff involved in the field test	1
October 2008	HPR IV	Person-Centered Practices and Virginia's PC Planning Process and Plan: An Overview	Regional leadership: administrators, ID directors, CM supervisors, program managers, t training staff	½ day
	HPR I	Person-Centered Practices and Virginia's PC Planning Process and Plan: An Overview	Regional leadership: administrators, ID directors, SC supervisors, managers, training staff	½ day
	HPR V	Person-Centered Thinking	Case managers, program managers, training staff	2
	HPR III	PC Planning for Individuals who use the ID Waiver	Case managers, CM supervisors, ID Waiver providers	1
November 2008	HPR II	Person-Centered Practices and Virginia's PC Planning Process and Plan: An Overview	Regional leadership: administrators, ID directors, CM supervisors, program managers, training staff	½ day
	HPR III	Person-Centered Practices and Virginia's PC Planning Process and Plan: An Overview	Regional leadership: administrators, ID directors, CM supervisors, program managers, training staff	½ day
	HPR IV	Person-Centered Thinking	Case managers, program managers, training staff	2
	HPR I	PC Planning for Individuals who use the ID Waiver	Case managers, CM supervisors, ID Waiver providers	1
December 2008	HPR I	Person-Centered Thinking	Case managers, program managers, training staff	2
	HPR II	PC Planning for Individuals who use the ID Waiver	Case managers, CM supervisors, ID Waiver providers	1
January 2009	HPR II	Person-Centered Thinking	Case managers, program managers, training staff	2
	HPR V	PC Planning for Individuals who use the ID Waiver	Case managers, CM supervisors, ID Waiver providers	1
February 2009	HPR III	Person-Centered Thinking	Case managers, program managers, training staff	2
	HPR IV	PC Planning for Individuals who use the ID Waiver	Case managers, CM supervisors, ID Waiver providers	1

Next meeting date: September 3, 12:30-3:30